

**ShopUW+** REQUESTERS APPROVERS

**Quick Reference Guide**

**Roles:** Requesters, Approvers

**Scenario:** Check Action

**Navigation:** Shop, Shopping, View Forms

**Notifications:** Approver at submittal.  
Requester at approval.

**Key Tips:** Access is also provided through the Shop Home page by scrolling to forms.

## Completing a Direct Payment

To access this Form, choose the **Shop** menu, then **Shopping**, then **View Forms**.

1. Start the process with the page prompts and complete all required fields.

2. Complete the form until all requirements are met. Be aware that some portions are for the AP department only.

(Additional information is available in the ShopUW+ AP Quick Reference Guide.)

3. Select **Submit**.

4. Choose **Yes** to Confirm.

START **ShopUW+**

COMPLETING A DIRECT PAYMENT

Shop > Shopping > View Forms

Direct Payment Form

Form Number 554267  
Purpose Check Request  
Status Incomplete

Instructions

Supplier ✓  
Questions ✓  
Review and Submit  
Form Approvals

**Instructions**

**Direct Payment Instructions**

This form is **not** to be used to pay UW Students, UW Employees, or Refunds.

**Auto-Reject:** Please note that this form will auto-reject if you are requesting a DP greater than \$5,000 AND you select "Other" as the category for this purchase on the "Questions" tab. You will need to use a Purchase Order - please complete a purchase requisition or use the Non-Conforming PO form (if you have already made a purchase) to have your payment processed - please read the instructions on the Non-Conforming PO form for more information.

Complete all required fields (will be indicated by an asterisk \*) and attach the appropriate documentation (invoice, relevant contracts, application forms, registration forms, other supporting documentation, wire transfer form) necessary to process the payment request. **DO NOT ATTACH W8s OR W9s WITH SOCIAL SECURITY NUMBERS TO THIS FORM.** See supplier setup instructions for securely sending this information [hyperlink].

Supplier Instructions: If you need to update a supplier currently in ShopUW+ or create a new supplier, you will need to follow your campus's supplier request process - please consult your campus's business services website for further instruction.

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Shop > Shopping > View Forms

Direct Payment Form

Form Number 554267  
Purpose Check Request  
Status Incomplete

Instructions  
Supplier ✓  
Questions ✓  
Funding String ✓  
Additional Information - A... ✓

Review and Submit

Form Approvals

**Review and Submit**

Required Fields Complete

Section	Progress
Supplier	✓ Required Fields Complete
Questions	✓ Required Fields Complete
Funding String	✓ Required Fields Complete
Additional Information - AP Use Only	✓ Required Fields Complete

2

3

**Confirm**

Are you sure you want to submit this form?

Yes No

4

Submit

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